



Position Announcement

The United States Peace Corps (PC) program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

Receptionist/Executive Assistant

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The ***Receptionist/Executive Assistant*** will work as a key member of the Peace Corps team supporting the entire Peace Corps Kosovo Program. The Receptionist/Executive Assistant will:

- Work under direct supervision of the Country Director (CD);
- Be responsible for answering and directing all incoming calls to the Peace Corps office;
- Be responsible for welcoming all visitors to the Peace Corps office;
- Provide Volunteer support by providing general administrative support to Trainees/Volunteers;
- Prepare reports and documents in local languages as well as English;
- Coordinate the Country Director's schedule;
- Liaise with local Ministry contacts.

Mandatory Qualifications

Education: Bachelor's degree desired.

Professional Work Experience: Minimum 3 years of related work experience. Experience with a U.S. government agency and protocol highly desired.

Language: Fluency in both written and spoken Albanian and English are required. Proficiency in Serbian is desired.

Skills and requirements:

- Excellent interpersonal communication and organizational/time management skills.
- Must possess and demonstrate high quality composition, personal organization skills.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Ability to work under time constraints and manage various projects.
- Must be computer literate and proficient with various software applications including Microsoft Word, Excel, desktop publishing, and other software relevant to the duties of this position.
- Must dress in a neat and clean manner and exercise the requisite social graces in dealing with the public
- Must meet with US Embassy security clearance requirements

This position begins as a FSN Grade Equivalent 6 with an approximate annual gross salary of € 14,412 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet the qualifications. Qualified and interested candidates must send the following by e-mail to kosovopc@peacecorps.gov:

1. A letter of interest describing their qualifications and how you meet the mandatory qualifications
2. Complete CV

Please do not submit more documents than have been requested. Emailed applications should only contain two documents: the CV and the letter of interest.

Hard copies of applications will not be accepted. All application materials must be in English. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Closing date: applications must be received **no later than midnight July 11, 2016 to be considered**. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.